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ABSTRACT

This document contains the occupational duty/task lists for 12 duties in the occupation of emergency medical technician. Each duty is divided into a number of tasks. A separate page for each duty lists the task with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The 12 duties are (1) professional aspects of emergency medical care; (2) patient evaluation; (3) respiratory maintenance; (4) cardiopulmonary resuscitation; (5) assessing soft tissue injuries and controlling bleeding; (6) the musculoskeletal system; (7) the nervous system; (8) medical emergencies; (9) environmental emergencies; (10) childbirth; (11) crisis intervention; and (12) emergency vehicle operations. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (KC)

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DUTY TASK LIST

EMERGENCY MEDICAL TECHNICIAN SERIES

BASIC EMT FIRST RESPONDER

CE 051522

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:

1-800-654-4502.

Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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89-006003

PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date

Duty/Task Code

Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
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Accuracy Code

* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

QC3137

**This chart is intended for teacher file use only. Do not post.

DUTY/TASK LIST

EMERGENCY MEDICAL TECHNICIAN SERIES

OCCUPATION:

1. Basic EMT/First Responder

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

EMERGENCY MEDICAL TECHNICIAN SERIES

OCCUPATION 1: BASIC EMT/FIRST RESPONDER

DUTIES:

A. Use Principles of the Professional Aspects of Emergency Medical Care
B. Use Principles of Patient Evaluation
C. Use Principles of Respiratory Maintenance
D. Use Principles of CPR
E. Assess Soft Tissue Injuries and Control Bleeding
F. Use Principles of Musculoskeletal System
G. Use Principles of the Nervous System
H. Use Principles of Medical Emergencies
I. Use Principles of Environmental Emergencies
J. Use Principles of Childbirth
K. Use Principles of Crisis Intervention
L. Use Principles of Emergency Vehicle Operations

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of the Professional Aspects of Emergency Medical Care**

CODE	TASK	TAUGHT	COMMENTS
A.01	Integrate medicolegal aspects in emergency care		
A.02	Act in a professional manner		
A.03	Coordinate operations with emergency agencies		
A.04	Cope with personal stress		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Patient Evaluation**

CODE	TASK	TAUGHT	COMMENTS
B.01	Describe injury location topographically		
B.02	Evaluate diagnostic signs		
B.03	Perform patient assessment		
B.04	Record and communicate assessment findings		
B.05	Gain access to patient		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Respiratory Maintenance**

CODE	TASK	TAUGHT	COMMENTS
C.01	Assess respiratory status		
C.02	Manage ventilation through manual and adjunctive means		
C.03	Manage respiratory insufficiency (i.e., COPD, asthma, epiglottitis, pneumonia, etc.)		
C.04	Administer oxygen		
C.05	Assess and manage chest injuries		
C.06	Manage obstructed airway		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of CPR**

CODE	TASK	TAUGHT	COMMENTS
D.01	Assess signs of cardiac arrest		
D.02	Perform one-rescuer CPR		
D.03	Perform two-rescuer CPR		
D.04	Perform infant/child CPR		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Assess Soft Tissue Injuries and Control Bleeding**

CODE	TASK	TAUGHT	COMMENTS
E.01	Control external bleeding		
E.02	Assess and manage internal bleeding		
E.03	Assess and manage abdominal injuries		
E.04	Assess and manage soft tissue injuries		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Musculoskeletal System**

CODE	TASK	TAUGHT	COMMENTS
F.01	Assess and manage pelvic musculoskeletal injuries		
F.02	Assess and manage musculoskeletal injuries of upper extremities		
F.03	Assess and manage musculoskeletal injuries of lower extremities		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of the Nervous System**

CODE	TASK	TAUGHT	COMMENTS
G.01	Assess and manage spinal injuries		
G.02	Assess and manage facial and head injuries		
G.03	Assess and manage the unconscious patient		
G.04	Assess and manage seizures		
G.05	Assess and manage neuromuscular disorders		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Medical Emergencies**

CODE	TASK	TAUGHT	COMMENTS
H.01	Assess and manage bites and stings		
H.02	Assess and manage cardiovascular diseases		
H.03	Assess and manage diabetes		
H.04	Assess and manage acute abdomen		
H.05	Assess and manage substance abuse		
H.06	Assess and manage patients with communicable diseases and take appropriate action		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Environmental Emergencies**

CODE	TASK	TAUGHT	COMMENTS
I.01	Assess and manage burns		
I.02	Recognize hazardous materials and take appropriate action		
I.03	Assess and manage conditions resulting from environmental temperature extremes		
I.04	Assess and manage drowning		
I.05	Assess and manage altitude and depth-related injuries		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Childbirth**

CODE	TASK	TAUGHT	COMMENTS
J.01	Assist with normal childbirth		
J.02	Resuscitate a newborn		
J.03	Assist with abnormal delivery		
J.04	Recognize and manage complications of pregnancy		
J.05	Manage special requirements of the premature infant		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Crisis Intervention**

CODE	TASK	TAUGHT	COMMENTS
K.01	Communicate with patients, family, and others		
K.02	Manage disruptive behavior		
K.03	Respond to reactions to death and dying		
K.04	Care for victims of abuse (including physical, psychological)		

OCCUPATION: **BASIC EMT/FIRST RESPONDER**

DUTY: **Use Principles of Emergency Vehicle Operations**

CODE	TASK	TAUGHT	COMMENTS
L.01	Drive an emergency vehicle		
L.02	Maintain an emergency vehicle		